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| **Note:** – With this form entities involved in transporting dangerous goods by air in the Republic of Kosovo should apply for approval to carry dangerous goods (Dangerous Goods Certificate) as required by Article 13 of the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air. Application should be made at least 10 days before the date of the flight on which the dangerous goods are to be carried and should be submitted to the:    **Civil Aviation Authority of Kosovo**  Flight Safety Department  Arbëria District, Ahmet Krasniqi Str. - 10000 Prishtina  Republic of Kosovo  Failure to complete this form in full may result in a delay in processing the application. The issuing of this form does not itself constitute a permission to carry dangerous goods |

1. **APPLYING FOR**

|  |  |  |
| --- | --- | --- |
| **1.1** |  | **Initial Issue** |
| **1.2** |  | **Variation / Amendment** |
| **1.3** |  | **Renewal** |

1. **DANGEROUS GOODS CERTIFICATE DESIRED FOR**

|  |  |  |
| --- | --- | --- |
| **2.1** |  | **SHIPPER** |
| **2.2** |  | **FREIGHT FORWARDER** |
| **2.3** |  | **GROUND HANDLING SERVICE PROVIDER** |
| **2.4** |  | **CARGO HANDLING AGENT** |
| **2.5** |  | **OPERATOR** |

1. **APPLICANT DETAILS**

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| --- | --- | --- | --- | --- | --- |
| **3.1** | Full legal name of the entity |  | | | |
| **3.2** | Business Address |  | | | |
| **3.3** | Operating / Trading name  (if different from above) |  | | | |
| **3.4** | Name of the person within entity with overall responsibility for the transport of dangerous goods by air |  | | | |
| **3.5** | Telephone |  | **3.6** | Fax |  |
| **3.7** | E-mail address |  | **3.8** | Website |  |
| **3.9** | Name of the person (Dangerous Goods Coordinator) with delegated responsibility for the transport of dangerous goods by air in the Republic of Kosovo |  | | | |
| **3.10** | Address |  | | | |
| **3.11** | Telephone |  | **3.12** | Fax |  |
| **3.13** | E-mail address |  | | | |

1. **APPENDICES**

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| Please enclose the copies of next documentation | | |
| **4.1** |  | Organization chart of the entity |
| **4.2** |  | Standard Operating Procedures (*or other relevant document)* which describe a detailed process of acceptance and handling of cargo and/or dangerous goods consignments |
| **4.3** |  | List of employees who are in possession of valid dangerous goods certificates (for category 1, 2, 3 and 6) in accordance with provision 1; 4.2 (Table 1-4) of the Technical instructions |
| **4.4** |  | Copy of valid DG certificates for employees referred in 4.3 |
| **4.5** |  | Air Operator Certificate (AOC) *(if applicable)* |
| **4.6** |  | Operations Specifications *(if applicable)* |
| **4.7** |  | A copy of the permission/approval/certificate granted to the operator by the competent authority of the State of the operator permitting the transport of dangerous goods by air *(if applicable)* |
| Other supported document | | |
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1. **CONFIRMATION OF REPRESENTATION**

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| If the person named in 3.9 (Dangerous Goods Coordinator) is not employee of the entity applying for Dangerous Goods Certificate, please ensure that a letter accompanies this application from the undertaking which includes the following: | |
| 5.1 | Confirmation that the entity agrees that the person named in 3.9 will be responsible for the approval (Dangerous Goods Certificate). |
| 5.2 | That the entity understands that if person referred to in 3.9 no longer represents the entity, the contact details of new responsible person will be sent to the CAA immediately. |

1. **DECLARATION AND SIGNATURE**

Information provided in this application form and its appendices are correct and true to the best of my knowledge and belief

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
|  | | | |
| **Signature** |  | **Date** | \_\_\_.\_\_\_.\_\_\_\_\_ |

1. **CHECKLIST**

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| --- | --- | --- |
| **7.1** |  | Application form completed in full |
| **7.2** |  | All applicable appendices are attached |
| **7.3** |  | Letter containing the details as stated in 5 (Confirmation of representation) |
| **7.4** |  | Application fee paid |
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1. **CAA INSPECTOR COMMENT** *(for CAA only)*

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|  | | |
| **Name and Credentials No.** | **Signature** | **Date**  \_\_\_.\_\_\_.\_\_\_\_\_ |

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| **NOTES:** | |
| **Note 1:** | In Republic of Kosovo aircraft may carry dangerous goods only with prior approval granted by the Civil Aviation Authority of Kosovo (CAAK). Carriage of such goods must be in compliance with the latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air, including the Supplement and any addenda, approved and published by decision of the Council of the International Civil Aviation Organisation (ICAO Doc 9284–AN/905). |
| **Note 2.4** | In accordance with the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air, AOC holders, whose head office is located in the European Union and who are required to operate under and in accordance with Annex III to Regulation (EC) No. 3922/1991 (“EU-OPS”) do not require the approval of the Civil Aviation Authority of Kosovo, providing an approval granted by such a State is held. |
| **Note 3.4** | Responsible person named in 3.4 is person that bears the responsibility to provide the proper financial and other means to carry all activities concerning the transport of dangerous goods by air in accordance with applicable regulations. |
| **Note 3.9** | Appointed Dangerous Goods Coordinator named in 3.9 shall be accepted by CAA.  In accordance with Article 13 of the Regulation 8/2014 on the Conditions and methods of transporting dangerous goods by air, shipper, freight forwarders, ground handling service provider, cargo handling agent and operators, whose activities are related to transport of dangerous goods consignment(s) by air to or from Republic of Kosovo shall appoint one or more Dangerous Goods Coordinators.  Dangerous Goods Coordinator may be a responsible person named in 3.4 (if applicable) or person not directly employed by shipper, freight forwarder, ground handling agent, cargo handling agent or operator provided that that person is capable of performing duties of Dangerous Goods Coordinator. |